

## COUNCIL OF GOVERNMENTS

The Island County Council of Governments met in Regular Session on May 25, 2011 in the Commissioners' Hearing Room (Room # 102B), Annex Building, 1 N.E. 6<sup>th</sup> Street, Coupeville, Washington. The meeting was called to order by Chair Nancy Conard at 9:02 a.m.

*The Council of Governments Minutes and recordings of meetings may be located at <http://www.islandcounty.net/commissioners/documents/2011/2011COG.html>*

**Members Present:** Nancy Conard, Mayor, Town of Coupeville  
Angie Homola, Island County Commissioner  
Helen Price Johnson, Island County Commissioner  
Kelly Emerson, Island County Commissioner  
Paul Samuelson, Mayor, City of Langley  
Jim Slowik, Mayor, City of Oak Harbor  
Benye Weber, Commissioner, Coupeville Port District  
Curt Gordon, Commissioner, South Whidbey Port District

**Also Present:** Scott Dudley, Councilmember, City of Oak Harbor  
Jennifer Meyer, Community Planning & Liaison Officer, NASWI  
Ron Nelson, Island County Economic Development Council  
Community members

As there was a number of audience members, COG members introduced themselves.

Chair Conard announced that COG Meetings are open to the public as there is a quorum of Island County Commissioners present, but public comment is not taken. If you wish to comment on COG agenda items, please discuss with your representative.

### **APPROVAL OF MINUTES**

It was moved, seconded and unanimously approved to correct the last sentence of the third paragraph of the "Volunteer Center" section to read "Then, once the Volunteer Center is in place, it is anticipated that the fairs will become an ongoing activity of the Center." By unanimous motion the April 27, 2011 minutes were approved as corrected.

### **UPDATE ON OUTSTANDING RURAL ECONOMIC DEVELOPMENT GRANTS**

Chair Conard apologized to COG members that they were not given a copy of each of the applications prior to today's meeting. She will provide copies later.

Freeland Sewer District - \$2.5 Million Grant for Phase 1 of the Freeland Sewer Project

Chet Ross updated members on what has been accomplished so far (see Exhibit A):

- Archaeological Investigation and Report – submitted and approved
- Preliminary Engineering Report – submitted and approved
- Formation of a Local Improvement District in process
- Design work begun
- Received draft notice of award for \$3.5 million grant for design from the 2012 Water Quality Financial Assistance program.

At this time, \$1.795 million has been spent. Mr. Ross mentioned the following expenditures:

<u>Item</u>	<u>Expenditures</u>
Land	\$563,822
Site Clean Up	\$2,630
Legal	\$20,033
Engineering	\$910,206
Administrative	\$39,052
Real Estate Taxes	\$3,059
Payroll	\$2,351
Website	\$780
Miscellaneous	\$13,158

Discussion ensued on whether the grant funds were being used as originally intended. Chair Conard reminded members that today's updates are for information gathering and future discussions will be held to look at the process and if change is needed. COG acts as an advisor while the County Commissioners are the actual decision-makers.

Port of South Whidbey – \$1.2 Million Grant for Harbor Expansion Project

Dane Anderson updated members on this project (see Exhibit B). There have been a few changes to the original concept due to financial constraints. Originally proposed as an \$8.2 million project, it is now reduced to \$2.3 million. While no grant funds have been requested at this time, Mr. Anderson informed the members that the \$1.2 million should be expended in 2012.

City of Langley - \$242,422 Grant for Street Widening Project

Ryan Goodman, City of Langley Engineer, updated members on this project. Building permits have been completed, with design and scope to begin soon. They plan to start construction next summer. Mr. Goodman anticipates that 30% of the grant will be asked for reimbursement in 2011, with the remaining 70% in 2012.

City of Oak Harbor - \$1 Million for Goldie Road Sewer Project

Mayor Slowik updated members on this project. This project has been completed and the grant fully paid. It was successful as it led to an annexation to the City and now two businesses will be moving into that area.

#### City of Oak Harbor - \$1 Million for Pioneer Way Improvement Project

Mayor Slowik updated members on this project. At this time, no grant funds have been requested. The project is progressing with street deconstruction the current action. Mayor Slowik discussed the new stormwater management system that will be put in place and the Greenroads certification.

### **REVIEW OF FINANCIAL STATUS OF RURAL ECONOMIC DEVELOPMENT FUNDS**

Elaine Marlow, Clerk of the Board of Commissioners, updated members on the current statuses of grant funds (see Exhibit C). Sales tax revenue continues to decline. Ms. Marlow expects sales tax revenues to be down 6% to 7% this year. With that in mind, COG may want to consider a philosophy change... fund small projects regularly or save and fund larger projects. For Cash Flow consideration, between \$300,000 and \$700,000 will not be expended as planned this year.

In consideration of the grant and financial reports given, along with questions raised during those reports, the council decided to meet as a whole to discuss rural economic development fund grant processes, which include:

- How revisions to original applications are to be managed.
- How to handle extensions of time requests.
- Interlocal Agreement timing.
- Should reports and monitoring be part of the council's duties?
- Allocation of funds – small or big projects.

This workshop is tentatively scheduled for Wednesday, June 29<sup>th</sup>, from 9am to 11am, in the Commissioner's Hearing Room. Chair Conard will send out a confirmation e-mail. Handouts will include copies of the governing RCW and current processes. It was suggested that Ron Nelson may be able to provide ranking criteria to be used during this review.

### **UPDATE ON 2% INTERLOCAL AGREEMENT PROCESS**

Commissioner Price Johnson discussed the need to update the interlocal agreement for 2% funds. JAB members - Commissioner Price Johnson, Mayor Conard and Oak Harbor Development Services Director Steve Powers – have worked on a draft. It is planned to distribute this draft at the July COG meeting. Commissioner Price Johnson highlighted the recommended changes.

### **INTERLOCAL AGREEMENT FOR AFFORDABLE HOUSING**

This agreement must be approved by all parties and soon (see Exhibit D). The City of Langley has already approved it. The Oak Harbor City Attorney is reviewing the document. It will be on the June Agenda for the Town of Coupeville. Commissioner Homola requested that under Item C, Senior Services be represented. When asked if there was enough flexibility for that representation, Jackie Henderson replied that the document did not get that specific because of the possible conflicts of interests that could arise when requesting grants. Senior Services may not be directly represented on the Board, but is always welcome to attend the meetings.

### **APPROVE VOUCHERS FOR SUSTAINABLE WHIDBEY COALITION**

Chair Conard clarified that the GreenGeeks invoice for \$65.40 was paid by Britt Conn and reimbursement is included in Ms. Conn's invoice (see Exhibit E). It was moved, seconded and unanimously approved to pay the following vouchers.

Britt Conn for \$971.65

Jacob Dubail Design for \$900.00

Chair Conard announced that at the July meeting, she will be updating members on the need to create a sub-government agency for the Sustainable Whidbey Coalition.

### **COG SCHEDULE FOR JULY AND AUGUST**

Chair Conard reminded members that the June 22<sup>nd</sup> COG meeting is cancelled.

Chair Conard asked for members to confirm their attendance for the July and August meetings. Commissioner Price Johnson will not be able to attend the July meeting but will attend the August meeting. All other members plan to attend the July and August meetings.

### **ITEMS OF MUTUAL INTEREST**

Administrative Support: The City of Oak Harbor has provided administrative support for the past three COG meetings as agreed upon. Commissioner Weber stated that the end of the year is better for her staff to provide that support. Commissioner Gordon will check with his staff regarding July through September support. The County will supply support for the June 29<sup>th</sup> workshop.

Greenbank Farm Solar Project: The panels are in place. An Open House is planned for July 13<sup>th</sup> from 10:30am to 1:00pm.

Tribal Blessing for Salish Ferry: The Salish may not be ready for daily service but a tribal blessing has been planned for June 30<sup>th</sup>, on the Port Townsend side.

Ferry Advertising: Coupeville has been given the opportunity to advertise on the Salish. There will be a mural painted on the Salish, half Coupeville and half Port Townsend. Flyers will also be made available.

Commercial Kitchen at Fairgrounds: The USDA is offering a matching grant of \$37,500, for a total of \$75,000, to build a commercial kitchen at the fairgrounds. Review is being done to look at the legality of building on property not owned by the Port. It may be possible to transfer the grant to Island County as owners of the property. A suggestion was made that a lease agreement with the Port and the County might also be viable for the grant.

Upcoming Agenda Items:

- Rural Economic Development Fund Processes
- Draft of the 2% Interlocal Agreement
- COG Administrative Support
- Update of Emergency Preparedness Agreement
- Sustainable Whidbey Coalition status

As there was no further business, the meeting was adjourned at 11:00 a.m.

Dated this 27th day of July, 2011.

  
APPROVED